

Action Plan

5

Overview

A plan can work only if it is put into action. If we are to preserve and protect those assets and qualities that make East Windsor a special place, then the community must not just adopt the Plan, but must implement it! That is the challenge we all face. Implementation of the strategies and recommendations of this Plan of Conservation and Development is the main purpose of the planning process.

Implementation of a Plan of Conservation and Development typically occurs in two main phases:

- implementation of high priority strategies and actions should be initiated in a relatively short period of time if action has not already begun,
- some recommendations are implemented over the ten year planning period as determined by additional study, coordination with (or implementation by) others, or the commitment of financial resources.

In addition, some of the recommended actions may be ongoing over the term of the Plan and beyond.

The Planning and Zoning Commission has the general responsibility for monitoring and overseeing Plan implementation as well as specific responsibility for certain strategies through regulation amendments, application reviews, and other means.

Other recommendations require the cooperation of, and actions by, other local boards, commissions, and municipal agencies such as the Board of Selectmen, Zoning Commission, Inland Wetlands Commission, Board of Finance, Conservation Commission, Department of Public Works, emergency services, and other agencies.

If the Plan is to be successfully realized, it must serve as a guide to all residents, businesses, builders, developers, applicants, owners, agencies, and individuals interested in the orderly growth of East Windsor.

Implementation Tools

Using the Plan of Conservation and Development

Using the Plan of Conservation and Development as a basis for land use and other decisions will help accomplish the goals and objectives of the Plan. All land use applications before the Planning and Zoning Commission are evaluated in terms of the Plan and its various elements. Other Commissions should do the same.

Maintaining the Plan of Conservation and Development

The Planning and Zoning Commission hopes to maintain this Plan on a regular basis (see sidebar) and not wait to update it as a major undertaking every ten years. More frequent updating will provide a way for the Plan to always be tuned to the needs of the community.

The Planning Commission will remain alert to developments that have planning implications and be prepared to initiate special studies and revisions as determined necessary.

Updating the Zoning Regulations

The Zoning Regulations provide specific criteria for land use and development and these regulations are important tools to implement the recommendations of the Plan. In the near future, the Planning and Zoning Commission should review the Plan and consider zoning regulations and zoning map revisions determined necessary to:

- implement Plan recommendations, and
- promote consistency between the Plan and the regulations.

Maintaining the Subdivision Regulations

Subdivision Regulations also provide specific criteria for land development associated with subdivisions. The Planning and Zoning Commission should also review them and consider additional changes necessary to:

- implement Plan recommendations, and
- promote consistency between the Plan and the regulations.

Annual Update Process

An appropriate way to regularly update the Plan may be to update major sections of the Plan every year by:

- holding a public informational meeting to summarize the Plan recommendations and receive feedback from the community,
- holding a workshop session for local boards and other interested persons to discuss Plan strategies and suggest alternative language,
- revising Plan sections, as appropriate, and
- re-adopting the Plan (even if there are no text or map changes).

To facilitate updating, the Plan has a page-numbering system to avoid repagination of the entire document if the layout of the Plan changes.

Capital Improvement Programming

The Capital Budget (or Capital Improvement Program) is a tool for planning major capital expenditures of a municipality so that local needs can be identified and prioritized over time (usually a five- or ten-year period) within local fiscal constraints.

A Plan may contain proposals, such as land acquisition or community facility development, whose implementation may require the expenditure of Town funds. This Plan recommends that such items be included in the Town's Capital Improvements Program and that funding for them be included as part of the Capital Budget.

Referral of Municipal Improvements

Section 8-24 of the Connecticut General Statutes requires that municipal improvements proposed by the Town be referred to the Planning and Zoning Commission for a report before any local action is taken. Such proposals are reviewed, in part, for consistency with the Plan of Conservation and Development. A proposal disapproved by the Planning Commission can be implemented only by a two-thirds vote at a Town Meeting.

Referral of Zoning Changes

In municipalities with separate Planning and Zoning Commissions, Section 8-3a of the Connecticut General Statutes requires that proposed changes to zoning regulations or the zoning map be referred to the Planning Commission for a report. Such proposals are reviewed, in part, for consistency with the Plan of Conservation and Development. A proposal disapproved by the Planning Commission can be adopted only by a two-thirds vote of the Zoning Commission. Currently, this provision does not apply to East Windsor.

Use of Implementation Guides


The implementation guides that follow organize the Plan recommendations by assigning priorities and primary responsibilities. These guides can be used by the Planning Commission and other boards and commissions to develop an annual work program.


Some communities have established a Plan Implementation Committee to oversee implementation of the Plan's recommendations. East Windsor should consider doing this as well.

Implementation Guides

The following implementation tables consolidate the Strategies and Action Steps provided for each of the three core strategies of Conserving Community Resources, Guiding Development, and Meeting Infrastructure Needs.

Subsequent pages of this Plan contain implementation schedules to aid in accomplishing the identified strategies and tasks. The schedules assign primary responsibilities and priorities to implementing the recommended strategies and tasks. The legends for the implementation tables are provided in the sidebar.

	A strategy is a long-term and continuing policy that does not readily lend itself to a specific schedule or measurement. On the other hand, a “priority” (indicated by a letter code) suggests how important that overall strategy may be for the Town.
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	A task is a specific action that can typically be scheduled and measured and its implementation can be readily identified. The relative priority is indicated by a number code. Most work effort in implementing the Plan is dedicated to completing the identified tasks.
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These implementation schedules should be used by the Planning and Zoning Commission and other boards and commissions to develop annual work programs for themselves and to urge other organizations to implement the strategies and tasks from the Plan that relate to their area of responsibility.

A Plan Implementation Committee would be very helpful in terms of overseeing and coordinating implementation of the Plan’s recommendations.

Implementation



Headings Legend

What	A brief description of the strategy or task
	Whether the recommendation is a strategy (bell) or a task (tools)
	A determination of relative priority for implementation
Who	The organization(s) most responsible for implementation
Done	A checkbox for designating a strategy that has been implemented
	Ongoing Strategy
	Specific Action Task



Responsibility Legend

BOS:	Board of Selectmen
BOE:	Board of Education
BOF:	Board of Finance
CC:	Conservation Commission
ChC:	Chamber of Commerce
EDC:	Economic Development Commission
FD:	Fire Departments
PD:	Police Department
PZC:	Planning and Zoning Commission
PW:	Public Works
PO:	Planning Office
WPCA:	Water Pollution Control Authority







Priority Legend

Actions:
1 – Immediate
2 – One to Five Years
3 – Ongoing or Long Term
Strategies:
A – Highest Priority
B – Ongoing Priority







Core Strategy: Conserving Community Resources Strategies and Actions

What			Who	Done
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Primary Strategy: Preserve More Open Space













Action - Develop an Open Space Preservation Program				
<ul style="list-style-type: none"> Establish a separate Conservation Commission and assign it to implement open space program 		1	BOS	<input type="checkbox"/>
<ul style="list-style-type: none"> Develop open space evaluation tools 		1	CC	<input type="checkbox"/>
<ul style="list-style-type: none"> Recommend open space priorities for regulations and other open space efforts in East Windsor 		1	CC	<input type="checkbox"/>
<ul style="list-style-type: none"> Establish open space funding mechanisms 		A	BOS, BOF, CC	
<ul style="list-style-type: none"> Prepare, implement, and regularly update an Open Space Action Plan 		2	CC	<input type="checkbox"/>
<ul style="list-style-type: none"> Maintain an inventory of existing open space 		A	CC	












Strategy: Preserve Community Assets



















Action - Continue 490 Tax Abatement for Farmland		A	BOS, BOF	
Action - Ensure Supportive Standards for Farming Activities		B	PZC, BOS	
Action - Provide Marketing Support for Local Farms		B	EDC, PW, BOS	
Action - Adopt Policy for Agricultural Use of Municipal Land		3	CC, BOS	<input type="checkbox"/>
Action - Protect Scenic Roads		2	HC, BOS, PZC, PW	<input type="checkbox"/>
Action - Support Historic and Cultural Assets		A	HC, EDC, BOS	


















Strategy: Protect Environmental Quality

Action - Separate Wetlands and Conservation Commissions		1	BOS, IWWA/CC	<input type="checkbox"/>
Action - Adopt Aquifer Protection Regulations		1	PZC, BOS	<input type="checkbox"/>
Action - Revise Earth Excavation Regulations		2	PZC	<input type="checkbox"/>
Action - Revise Impervious Surface Standards		2	PZC	<input type="checkbox"/>
Action - Consider Environmental Ordinances		2	BOS, CC	<input type="checkbox"/>
Action - Monitor Existing and Potential Environmental Problems		A	CC	
Action - Continue Regional Environmental Program Participation		B	BOS, CC, IWWA	

Core Strategy: Guiding Development Residential and Village Strategies and Actions				
What			Who	Done
Primary Strategy: Refine Residential Development Regulations				
Action – Revise Residential Zoning Standards		1	PZC	<input type="checkbox"/>
Action – Strengthen Incentives for Conservation Subdivisions		2	PZC	<input type="checkbox"/>
Action – Refine Open Space Set-aside Regulations		1	PZC, CC	<input type="checkbox"/>
Action – Revise Street Design Regulations		2	PZC, PW	<input type="checkbox"/>
Strategy: Maintain Housing Diversity				
Action – Reevaluate Multifamily Zoning		A	PZC	
Action – Permit Age-restricted Planned Residential Development		2	PZC	<input type="checkbox"/>
Strategy: Define Village Area Development				
Action – Evaluate Village District Designation		1	PZC, HC, BOS	<input type="checkbox"/>
Action – Establish Rural Village Delineations and Standards		2	PZC, HC, BOS	<input type="checkbox"/>
Action – Maintain Residential Standards for Melrose		A	PZC	
Action – Ensure Protection of Historic Structures		A	PZC, HC	

Core Strategy: Guiding Development Business Strategies and Actions				
What			Who	Done
Primary Strategy: Restructure Business Zoning				
Action – Reconfigure East Windsor Business Corridor and Revise Regulations Accordingly		1	PZC, EDC	<input type="checkbox"/>
Action – Redefine TZ5 Commercial Zoning		1	PZC	<input type="checkbox"/>
Action – Expand and Define Business Zoning on Route 140		1	PZC	<input type="checkbox"/>
Action – Redefine Railroad M1 District		2	PZC	<input type="checkbox"/>
Strategy: Provide Adequate Infrastructure for Business Development				
Action – Develop an Infrastructure Improvement Plan				
<ul style="list-style-type: none"> Evaluate current and future status of sanitary sewers, public water, natural gas, electric power, telecommunications and fiber optic cable, stormwater management, and road access 		B	WPCA, PW, BOS, PO	
<ul style="list-style-type: none"> Prepare cost-benefit study of extension of sewers on Route 140 		1	WPCA, PO	<input type="checkbox"/>
<ul style="list-style-type: none"> Make the private extension to Craftsman Road a public street 		2	BOS	<input type="checkbox"/>
<ul style="list-style-type: none"> Reevaluate and revise the sewer avoidance policy 		A	PZC, WPCA	
Primary Strategy: Improve Municipal Economic Development Capability				
Action – Implement recommendations of the Economic Development Action Agenda and periodically update the Action Agenda		1	EDC, BOS	

Core Strategy: Guiding Development Economic Development Action Agenda				
What			Who	Done
Primary Strategy: Capacity Building Initiatives				
Action – Economic Development Team Building and Training		2	All	<input type="checkbox"/>
Action – Prepare Full Strategic Plan		1	EDC	<input type="checkbox"/>
Action – Participate in Preparation of Regional Comprehensive Economic Development Strategy (CEDS)		B	EDC, PO	
Action – Prepare Written Economic Development Incentive Policy		2	EDC, BOS, PO	<input type="checkbox"/>
Action – Make Sewer Connection Charges More Reasonable		1	EDC, WPCA	<input type="checkbox"/>
Primary Strategy: Marketing Initiatives				
Action – Maintain Town Economic Development Website		A	EDC	
Action – Include Available Sites in CERC Site Finder Inventory		B	EDC	
Action – Participate in MetroHartford Alliance (and other) Marketing and Promotions Programs		B	EDC	
Action – Prepare Target Business Study		2	EDC	<input type="checkbox"/>
Action – Improve Contact with Existing Businesses		B	EDC, ChC	
Primary Strategy: Planning Initiatives				
Action – Prepare Infrastructure Improvement Plan		1	All	<input type="checkbox"/>
Action – Support Zoning District and Regulations Amendments		A	EDC, ChC	
Action – Support Designation of Village Clusters		A	EDC, ChC	
Primary Strategy: Development Initiatives				
Action – Take Action to allow Craftsman Road Extension		2	EDC, BOS, Private	<input type="checkbox"/>
Action – Assure Reuse of Broad Brook Mill		2	EDC, BOS	<input type="checkbox"/>
Action – Speculative Building Development		B	BOS, EDC, PO	

Core Strategy: Meeting Structural Needs Strategies and Actions				
What			Who	Done
Primary Strategy: Address Municipal Facility Needs				
Action – Develop Integrated Municipal Facilities Program <ul style="list-style-type: none"> Evaluate and Implement Improvements and Expansions of Existing Municipal Facilities 		1	BOS, PO, PW, PD, FD	<input type="checkbox"/>
<ul style="list-style-type: none"> Evaluate Reconfiguration of Rye Street Town Hall and Elementary School Campus 		3	BOS, PO, BOE	<input type="checkbox"/>
<ul style="list-style-type: none"> Identify and Evaluate Potential Property Acquisitions 		1	BOS, PO, BOE	<input type="checkbox"/>
Strategy: Address Other Public Facility Conditions				
Action – Evaluate the School Street Facility as a Satellite Town Office		2	BOS, PO	<input type="checkbox"/>
Action – Analyze Current and Future Public Safety Facility Needs		2	PD, FD, BOS	<input type="checkbox"/>
Action: Provide Adequate Parks and Recreation Facilities		A	PRC, PO	
Action: Support East Windsor's Public Libraries		A	BOS, LA	
Strategy: Plan for Future School Facility Needs				
Action – Coordinate and Integrate School and Municipal Facility Planning		A	BOS, BOE, PO	
Action – Evaluate Reconfiguration of Elementary School Campus		3	BOS, BOE	<input type="checkbox"/>
Action – Evaluate Need for and Feasibility of New School Construction		1	BOE	<input type="checkbox"/>
Action – Identify and Implement Short Term Steps to Provide Core Facilities		1	BOE	<input type="checkbox"/>
Strategy: Meet Infrastructure Needs				
Action – Manage the Town Road System		A	PW	
Action – Evaluate Extension of the Wastewater Collection System		1	WPCA, BOS, PO, EDC	<input type="checkbox"/>
Action – Monitor Public Utility Capabilities		B	PO	
Action – Maintain Municipal Signage		B	PW	

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